

CONSTITUTION

Of the

HANDSWORTH PARENT ADVISORY COUNCIL

1. The name of this organization is: "**HANDSWORTH PARENT ADVISORY COUNCIL**"
2. The purposes of this organization are:
 - a) to promote communication in the school community;
 - b) to promote the interest of public education in general to the representative community, the value of education to the students, and community profile of Handsworth Secondary School, North Vancouver, BC;
 - c) to contribute to a sense of community within the school and between the school, the home, and the community at large;
 - d) to provide leadership within the school community and to promote the involvement of parents in all aspects of our children's education;
 - e) to assist the principal and staff in ensuring that the highest safety standards are maintained within the school and neighbourhood;
 - f) to support parents in obtaining information about the school and assist parents to access the resources of the school;
 - g) to provide a forum for discussion of educational issues at the school, district and provincial levels;
 - h) to advise the school's administrators of parents' views on school programs, policies and facilities;
 - i) to advise the district PAC of members' views on district and provincial policies, and to make recommendations where appropriate;
 - j) to promote a positive image of the school within the local community, the school district, and the province; and
 - k) to encourage the teachers and students with the joy of learning and communication of ideas.
3. In the event of winding up or dissolution of the organization and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the organization shall be distributed to one or more of the following:

BY-LAWS

Part I: Membership

1. All parents and guardians of students enrolled in Handsworth Secondary School are members of Handsworth PAC.
2. The voting members of the Handsworth PAC are all parents and guardians of students enrolled in Handsworth Secondary School.
3. Administration and staff (teaching and non-teaching) of Handsworth Secondary School may be non-voting members of the organization.
4. Members of the school community who are not parents of students currently enrolled in Handsworth Secondary School may also be non-voting members of the organization.
5. At no time shall the Council have more non-voting than voting members.
6. All parents and guardians of students enrolled in the school who are employed at the school in any capacity of School District #44 (North Vancouver) may not vote on any matters relating to the distribution of gaming monies.
7. Every member shall be provided with on request a copy of the constitution and shall uphold and comply with these by-laws.

Part II: Meeting of Members

8. An Annual General Meeting shall be held in May of each year and at least fourteen (14) days written notice specifying time and place shall be given to all members.
9. The Chair shall convene, at such time and place, as he, in consultation with the Executive, deems necessary or desirable:
 - a) Executive meetings; and
 - b) General meetings.
10. Notice of a general meeting shall specify the place, day and hour of meeting and, in case of special business, the general nature of that business.
11. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
12. Every member of the Handsworth PAC has the right to attend general meetings.
13. Every voting member has the right to vote on matters before the meeting except as noted in part 6.

14. Any two members may request the calling of a general meeting. The request shall be in writing, and delivered to the chairperson stating the reason for the meeting. On receiving the request, the chairperson shall call the meeting. All such special meetings shall be given not less than 7 days written notice of a meeting called under this section.
15. At general meetings, members shall not discuss individual school personnel, students, parents, or other members of the school community.
16. The Handsworth PAC shall not enter into partisan political action or other activities that do not serve the interests of the school or public school system.

Part III: Proceedings at General Meetings

- Quorum*
17. At a meeting of voting members, a quorum shall consist of twenty five percent (25%) of the voting members but not less than ten (10) members.
 18. At any meeting, all matters except special resolutions shall be decided by a simple majority of the votes cast. The presiding officer shall vote as a member and shall not get a second vote for any reason. An equality of votes, therefore, rejects the motion.
 19. Except as provided elsewhere in these by-laws voting at any meeting may be by show of hands or by secret ballot at the discretion of the presiding officer or at the request of members present.
 20. Voting by proxy is not permitted.
 21. The election of representatives to the School Planning Council and representative to the District Parent Advisory Council must be by secret ballot (School Act, S.8 (6)).
 22. The three parent representatives to the School Planning Council shall be elected from the Handsworth PAC, who are not employees of any school district (School Act, S.8 (7)). *delete*

Part IV: Executive Members

23. The Chair, Vice-Chair, Secretary, Members-at-Large, School Planning Council/PAC Representative and District PAC Representative, shall be the executive of the Handsworth PAC.
24. Any member of the Handsworth PAC except parents or guardians who are employed at the school in any capacity of School District #44 (North Vancouver) or Ministry of Education are eligible to serve on the executive.
25. The number of the Executive shall be not less than 8 nor more than 12 Executive.
26. Any information received in confidence by an executive member from school personnel, a student, parent or other member of the school community is privileged and shall not be divulged without permission of the person giving the information.
27. The Executive may from time to time elect a member to fill a vacancy in the executive.

as per HSLA

28. An election may be by acclamation; otherwise it shall be by ballot.
29. No executive member shall be remunerated for being or acting as an executive member, but an executive member may be reimbursed for all expenses that they necessarily and reasonably incur while engaged in the affairs of the organization.
30. The members may by special resolution remove an Executive member before the expiration of the term of office, and may elect a successor to complete the term of office.
31. The notice of the special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
32. The person who is the subject of the proposed expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Part V: Proceedings of the Executive

33. Role of the Executive
 - a) The Executive will manage the Society's affairs between general meetings; and
 - b) Voting members may be called upon from time to time to serve on committees appointed by the Executive to deal with specific projects or tasks. The Chair or Vice-Chair shall be an *ex-officio* member of all such committees or task forces and shall disband them upon completion of their specific function.
34. Code of ethics
 - a) On election or appointment, every Executive member must sign and agree to abide by a code of ethics acceptable to the membership.
36. The terms of office for all Executive members shall be from July 1st to June 30th.
37. The Executive shall retire from office at the Annual General Meeting following expiry of their term of office at which time their successors shall be elected.
38. Any Executive member shall be at liberty to resign from the Society by submitting a written resignation to the Chair. Where a mid-term vacancy occurs the executive may elect a suitable person to complete the term of office.

Part VI: Duties of Executive Members

39. There shall be the following Table Officers of the Executive:
 - a) the Chair;
 - b) the Vice-Chair; and
 - c) Secretary
40. In addition, the Executive shall be comprised of Members-at-Large, School Planning Council/PAC Representative and District PAC Representative. The Executive may elect other

officers as they deem expedient from time to time and the Executive may confer upon such officers and allot them such duties as the Executive considers advisable.

41. The Chair shall:

- a) speak on behalf of the Society;
- b) consult with Society members;
- c) preside at membership and executive meetings;
- d) ensure that an agenda is prepared;
- e) appoint committees where authorized by the membership or executive;
- f) ensure that the Society is represented in school activities;
- g) ensure that Society activities are aimed at achieving the purposes set out in the constitution;
- h) be a signing officer; and
- i) submit an annual report.

42. The Vice-Chair shall:

- a) support the Chair;
- b) assume the duties of the Chair in the Chair's absence or upon request;
- c) assist the Chair in the performance of his duties;
- d) accept extra duties as required;
- e) be a signing officer; and
- f) submit an annual report.

43. The Secretary shall:

- a) conduct the correspondence of the Society under the direction of the Chair and the Executive;
- b) issue notices of all meetings;
- c) be responsible for distribution to members any material approved by the Executive;
- d) record and file all minutes of all meetings;
- e) be a signing officer; and
- f) submit an annual report.

44. The School Planning Council/PAC Representative shall:

- a) represent and speak on behalf the PAC at School Planning Council meetings;
- b) regularly attend SPC meetings;
- c) take direction from the general PAC membership, and
- d) provide a report to the PAC membership at every PAC meeting.

45. The District PAC Representative shall:

- a) represent and speak on behalf of the PAC at District PAC meetings;
- b) regularly attend DPAC meetings;
- c) take direction from the general PAC membership, and
- d) provide a report to the PAC membership at every PAC meeting.

Part VII: Financial Matters

46. All financial matters are delegated to the Handsworth Secondary School Association.

Part VIII: Constitution and By-law Amendments

47. The membership may, by a majority vote of not less than 75% of the votes cast, amend the Constitution and By-laws of the Handsworth Parent Advisory Council.

48. Written notice specifying the proposed amendments must be given not less than 30 days before meetings.

Part IX: Property in Documents

49. All documents, records, minutes, correspondence or other papers kept by a member, executive member, or committee member in connection with the Handsworth Secondary School PAC shall be deemed to be property of the Handsworth Secondary School PAC, and shall be turned over to the president when the member, executive member, or committee member ceases to perform the task to which the papers relate.

50. In the event of dissolution of the organization, all documents, records, minutes, correspondence and other papers belonging to the organization shall be turned over to the principal of the Handsworth Secondary School or to the Secretary-Treasurer of School District #44 (North Vancouver).

Adopted by Handsworth Parent Advisory Council, at North Vancouver, British Columbia, on May 11, 2005

Chair

Vice-Chair

Secretary

CONSTITUTION

Of the

HANDSWORTH SECONDARY SCHOOL ASSOCIATION

1. The name of the Society is: "HANDSWORTH SECONDARY SCHOOL ASSOCIATION"
2. The purposes of the Society are:
 - a) to encourage, promote and foster educational excellence among the students at Handsworth Secondary School in North Vancouver (the "School");
 - b) to encourage, promote and foster the advancement of education through physical, educational, vocational and recreational improvements to the School;
 - c) in order to facilitate the objects of the Society, to enter into any arrangements with any authorities, federal, provincial, municipal local or other organizations which have qualified donees for charitable purposes under the *Income Tax Act* (Canada), including agreements for affiliation or federation with any other school, college or university, that are conducive to the Society's objects or any of them provided that such transactions are in conformity with the charitable purposes of the Society;
 - d) to take by gift, devise, lease or purchase and to hold real and personal property, including all such lands, buildings, hereditaments and possessions as may from time to time be acquired or erected by the Society, and to use or occupy the same for the objects of the Society, and to accept on behalf of the Society any gifts, devises or bequests of any property, real or personal, and to invest the proceeds thereof or income therefrom in carrying out the Society's objects or any of them; and
 - e) to establish and support or aid in the establishment and support of associations, institutions, funds, scholarships, endowments and conveniences calculated to benefit the students of the School or former students of the School in their pursuit of educational, cultural, artistic, vocational and recreational improvement and excellence.
3. In the event of winding up or dissolution of the Society, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Society shall be distributed to: a charitable organization or organizations registered under the *Income Tax Act* (Canada), as the members of the Society may determine at the time of winding up or dissolution.

BY - LAWS

Part I: Interpretation

1. Definitions

- a) In these by-laws, unless the context otherwise requires,
 - i. "Executive members" mean the directors of the Society for the time being;
 - ii. "Societies Act" means the *Societies Act* of the Province of British Columbia from time to time in force and all amendments to it;
 - iii. "Registered address" of a member, means his address as recorded in the register of members; and
 - iv. "Member" means a voting member.
2. Word importing the singular includes the plural and vice versa; words importing a male person include a female person and a corporation.

Part II: Membership

3. The members of the Society are the applicants for the Society, and those persons who subsequently have become members, in accordance with these By-laws and, in either case, have not ceased to be member.
4. Eligible for voting membership in the Society is:
 - a) all parents and guardians of students registered at Handsworth Secondary School ; and
 - b) all Executive members, being the Chair, the Vice Chair, the Secretary, Treasurer and Members-at-Large. The Executive members shall be elected by the voting members from among their numbers and/or from among other parents or guardians of students registered at Handsworth at the Annual General Meeting in May of each year.
5. The terms of office for all Executive members shall be from July 1st to June 30th.
6. No table officer shall hold the same Executive office for more that two consecutive years.
7. A person shall cease to be a member of the Society
 - a) by delivering or mailing a written resignation to the Chair;

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- b) on death; and
 - c) on being expelled.
8. A member may be expelled by a special resolution of the members passed at a general meeting.
 9. The notice of the special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 10. The person who is the subject of the proposed expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
 11. Every member shall be provided with on request a copy of the constitution and By-laws of the society.

Part III: Meeting of Members

12. An Annual General Meeting shall be held in May of each year and at least fourteen (14) days written notice specifying time and place shall be given to all members.
13. The Chair shall convene, at such time and place, as he, in consultation with the Executive, deems necessary or desirable:
 - Executive meetings
 - Membership meetings (meetings of the entire voting membership, AGM)
 - General meetings
14. Notice of a general meeting shall specify the place, day and hour of meeting and, in case of special business, the general nature of that business.
15. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceeding at that meeting.
16. In all matters of procedure not covered by these by-laws, "Roberts Rules of Order" shall apply.

Part IV: Proceedings at General Meetings

17. At a meeting of voting members, a quorum shall consist of twenty five percent (25%) of the voting members but not less than ten (10) members.
18. At any meeting, all questions except special resolutions shall be decided by a simple majority of the votes cast. The presiding officer shall vote as a member and shall not get a second vote for any reason. An equality of votes, therefore, rejects the motion.

19. Voting members may hold more than one office, but may not have more than one vote. All matters requiring a vote will be decided by majority of votes cast, 50%+1.
20. Voting at any meeting may be by show of hands or by secret ballot at the discretion of the presiding officer or at the request of members present.
21. Voting by proxy is not permitted.

Part V: Executive Members

22. The Chair, Vice-Chair, Secretary, Treasurer and Members-at-Large shall be the executive of the Society.
23. The number of the Executive shall be not less than 7 nor more than 12 Executive.
- 24. Separate elections shall be held for each Executive position to be filled.
25. An election may be by acclamation; otherwise it shall be by ballot.
26. No Executive member shall be remunerated for being or acting as an Executive member, but an Executive member may be reimbursed for all expenses that they necessarily and reasonably incur while engaged in the affairs of the Society.
27. The members may by special resolution remove an Executive member before the expiration of the term of office, and may elect a successor to complete the term of office.

Part VI: Proceedings of the Executive

28. Role of the Executive
 - a) The Executive will manage the Society's affairs between general meetings.
 - b) Voting members may be called upon from time to time to serve on committees appointed by the Executive to deal with specific projects or tasks. The Chair or Vice-Chair shall be an *ex-officio* member of all such committees or task forces and shall disband them upon completion of their specific function.
29. Code of ethics
 - a) On election or appointment, every Executive member must sign and agree to abide by a code of ethics acceptable to the membership.

Part VII: Duties of Executive Members

30. There shall be the following Table Officers of the Executive:
 - a) the Chair;

- b) the Vice-Chair;
- c) Secretary; and
- d) Treasurer.

31. In addition, the Executive shall be comprised of Members-at-Large. The Executive may elect other officers as they deem expedient from time to time and the Executive may confer upon such officers and allot them such duties as the Executive considers advisable.

32. The Chair shall:

- a) speak on behalf of the Society;
- b) consult with Society members;
- c) preside at membership and executive meetings;
- d) ensure that an agenda is prepared;
- e) appoint committees where authorized by the membership or executive;
- f) ensure that the Society is represented in school activities;
- g) ensure that Society activities are aimed at achieving the purposes set out in the constitution;
- h) be a signing officer; and
- i) submit an annual report.

Co - 33. The Vice-Chair shall:

- a) support the Chair;
- b) assume the duties of the Chair in the Chair's absence or upon request;
- c) assist the Chair in the performance of his duties;
- d) accept extra duties as required;
- e) be a signing officer; and
- f) submit an annual report.

34. The Secretary shall:

- a) conduct the correspondence of the Society under the direction of the Chair and the Executive;
- b) issue notices of all meetings;
- c) be responsible for distribution to members any material approved by the Executive;
- d) record and file all minutes of all meetings;
- e) be a signing officer; and
- f) submit an annual report.

35. The Treasurer shall:

- a) ensure all funds are accounted for;
- b) receive all monies and account for all expenditures to the membership as required;
- c) be one of the signing officers;

- d) disburse funds as authorized by the membership or executive;
- e) report on all receipts and disbursements at general and executive meetings;
- f) make financial records and books of account available to members upon request, with reasonable notice;
- g) with the assistance of the executive, draft an annual budget;
- h) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence; and
- i) submit an annual financial statement at the annual general meeting.

36. The Executive shall retire from office at the Annual General Meeting following expiry of their term of office at which time their successors shall be elected.

37. Any Executive member shall be at liberty to resign from the Society by submitting a written resignation to the Chair. Where a mid-term vacancy occurs the executive may elect a suitable person to complete the term of office.

Part VIII: Financial Matters

38. Financial Year, Annual Budget, and Annual Report

- a) The financial year shall be from July 1st to June 30th.

39. Power to raise money

- a) The Society may raise and spend money to further its purpose.

40. Bank Accounts

- a) All funds of the Society must be kept on deposit in the name of the Society in a bank or financial institution registered under the *Bank Act*.

41. Signing authority

- a) The Executive will name at least 3 signing officers for the banking and legal documents. Two signatures, one being the Treasurer will be required on all banking documents and any two on all other documents.

42. Annual budget

- a) The Executive will prepare a budget and present it to the membership for approval before the current budget expires.

43. Non-budget expenditures

- a) The Executive may spend a maximum of \$300 without prior approval of the members. Any such expenditure shall be reported at the next general meeting.

44. Treasurer's report

- a) A treasurer's report will be presented at each general meeting.

Part IX: Notice to Members

45. Notice of a general meeting shall be given to every member shown on the registrar of members on the day notice is given.

46. No other person is entitled to receive a notice of meeting.

Part X: Constitution and By-law Amendments


47. The Membership may by a majority vote of not less than 75% of votes cast, amend the Society Constitution and By-laws.

48. Written notice specifying the proposed amendments must be given not less than 30 days before meetings.

Part XI: Property in Documents

49. All original documents, records, minutes, correspondence or other papers kept by a member, executive member, representative, or committee member in connection with the Society shall be deemed to be the property of the Society and shall be turned over to the Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

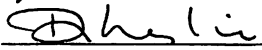
Adopted by Handsworth Secondary School Association, at North Vancouver, British Columbia, on May 11, 2005



Chair



Vice-Chair



Secretary



Treasurer

